CIEE Global Internship Program

Course name: Academic Internship in the Global Workplace
Course number: INSH 3806 HYBR
Programs offering course: Global Internship
Language of instruction: English
U.S. Semester Credits: 6
Contact Hours: 30 classroom seminar + 200-240 work / internship placement
Term: Spring 2020

Course Description

The course is designed to equip students with experience, knowledge, and skills for succeeding in globally interdependent and culturally diverse workplaces. Throughout the course, students will be challenged to question, reflect upon, and respond thoughtfully to the issues they observe and encounter in the internship setting and local host environment. Students will have the opportunity to cultivate essential skills such as project management, teamwork, intercultural communication, and comparative analysis, while developing an individual e-portfolio that highlights their skills and experience as they embark on a career in their field of interest. The hybrid nature of the course allows students to focus on their assigned tasks and projects at the internship site, while engaging in online discussions and lectures, local events such as guest speakers and site visits, as well as readings and other assignments, that are necessary to receive academic credit for the internship.

Learning Objectives

By completing this course, students will be able to:

- Create a project plan to complete assigned tasks on time while meeting or exceeding a supervisor’s expectations.
- Produce job application materials in order to become a competitive candidate for open positions in your field of interest, and identify areas for further professional development.
- Research and analyze the internship site’s organizational structure; its position within local, national, regional, and global contexts; opportunities and constraints that influence its short- and long-term strategic goals; and its approach to change management.
- Observe and analyze the internship site’s organizational culture, communication systems, and its preferred styles for teamwork and professionalism.
- Apply leadership and intercultural skills in order to identify others’ needs, challenges, and motivations; to propose thoughtful solutions to challenges; to adhere to ethical and socially responsible norms; and to communicate effectively and behave appropriately in different workplace contexts.
Course Prerequisites

There are no course prerequisites.

Methods of Instruction

This is a hybrid course, with online and in-person components.

Online elements of the course are taught using the Canvas learning management system. These include:
  ● Lecture - Instructor-led webinars or pre-recorded video lectures, video and text discussion forums, email between instructor and student
  ● Assignments - Individual assignments and assignment feedback
  ● Course materials - Readings and videos

Face-to-face elements of the course include:
  ● Local events - Co-curricular site visits, workshops and guest speakers
  ● Internship - Participation in one’s internship

Students will also be asked to complete a mid-term survey in Canvas to provide feedback on their internship placement and academic experience.

Attendance

Regular class attendance is required throughout the program, and all unexcused absences will result in a lower participation grade for any affected CIEE course. Due to the intensive schedules for Open Campus and Short-Term programs, unexcused absences that constitute more than 10% of the total course will result in a written warning.

Students who transfer from one CIEE class to another during the add/drop period will not be considered absent from the first session(s) of their new class, provided they were marked present for the first session(s) of their original class. Otherwise, the absence(s) from the original class carry over to the new class and count against the grade in that class.

For CIEE classes, excessively tardy (over 15 minutes late) students must be marked absent. Attendance policies also apply to any required co-curricular class excursion or event, as well as to Internship, Service Learning, or required field placement. Students who miss class for personal travel, including unforeseen delays that arise as a result of personal travel, will be marked as absent and unexcused. No make-up or re-sit opportunity will be provided.

Attendance policies also apply to any required class excursion, with the exception that some class excursions cannot accommodate any tardiness, and students risk being marked as absent if they fail to be present at the appointed time.
Unexcused absences will lead to the following penalties:

<table>
<thead>
<tr>
<th>Percentage of Total Course Hours Missed (seminar + internship)</th>
<th>Equivalent Number of Classes</th>
<th>Minimum Penalty</th>
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</thead>
<tbody>
<tr>
<td>Up to 10%</td>
<td>A combination of either 7 sessions of lecture/discussion, 7 global work world activities, or 22 hours of internship.</td>
<td>Participation graded as per class requirements</td>
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<tr>
<td>10 – 20%</td>
<td>A combination of either 8-15 sessions of lecture/discussion, 8-15 global work world activities, or 23-45 hours of internship.</td>
<td>Participation graded as per class requirements; written warning</td>
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<td>More than 20%</td>
<td>A combination of either 46 sessions of lecture/discussion, 16 global work world activities, or 46 hours of internship.</td>
<td>Automatic course failure, and possible expulsion</td>
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Students must notify their instructor via Canvas if they will be late to or miss any lecture, peer coaching group, local event or internship activity. Students are responsible for any materials covered in their absence.

**Due Dates**

It is expected that students will provide assignments on assigned due dates by midnight Eastern Time. Please note that this will likely be a different time zone than your host city. Late work will not be accepted and instructors cannot grant extensions. In exceptional circumstances (e.g., medical condition or illness as verified by a doctor’s note, proof of a family emergency, etc.), requests may be made to the CIEE Academic Director. However, students who feel they have a valid excuse must be in contact with their instructor and the CIEE Academic Director before an assignment is due for an extension to be considered.

**Academic Integrity**

Academic integrity is essential to a positive teaching and learning environment. All students are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else’s work as your own can result in grade penalties or disciplinary action. See the CIEE Student Academic Manual for further information on academic integrity.
Assessment and Final Grade

The following table summarizes the various course assignments and their respective contribution to the final grade.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Reflection Journals and Informational Interviews</td>
<td>10%</td>
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<tr>
<td>Online Discussions</td>
<td>15%</td>
</tr>
<tr>
<td>Internship Work Plan</td>
<td>15%</td>
</tr>
<tr>
<td>Internship Participation</td>
<td>20%</td>
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<tr>
<td>Global Professional Skills and Intercultural Development</td>
<td>20%</td>
</tr>
<tr>
<td>E-Portfolio</td>
<td>20%</td>
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Course Requirements

Reflection Journals
Students will complete five journals entries in total (2% each). Each entry must be submitted via Canvas LMS and 150 words in length. Additional instructions and grading criteria will be provided by the instructor, who will also clarify the following requirements:

- Two of these journal entries will summarize a 15-20-minute informational interview, one conducted with a co-worker at your internship placement, and the other with a person who works in a field related to your internship, but not at your job site.
- Two of these journal entries will focus on responding to these prompts:
  - What hours are worked at this workplace, how productive are those hours, and how do they compare with others in your sector in comparison to the United States?
  - What does teamwork look like at your internship site?
- One journal entry is a topic of your choice related to your internship placement and/or the course learning objectives.

Online Discussions
Students will participate in five online discussions during the course (3% each). Participation is valued as meaningful contribution in the digital and tangible classroom, utilizing the resources and materials presented to students as part of the course. Meaningful contribution requires students to be prepared in advance of each class session and to have regular attendance. Participation includes signing in and providing a meaningful contribution to the online discussion. Simply signing on, but not contributing will result in a reduction of the participation grade.

Internship Work Plan
Students will create an internship work plan in collaboration with their site supervisor. It is the responsibility of the student to initiate this meeting with the supervisor. Within the plan these criteria must be addressed (worth 10% of the grade for this assignment):

- Outline of the mission of the organization and how the student’s work will connect to this mission.
- Specific goals set by the internship site partner that the student agrees to and to
be completed by the end of the internship.

- A Gantt chart outlining the stages in the student’s work plan, with due dates for key deliverables.
- Proposed strategies by student of how he/she/they will achieve these goals (e.g. research resources, skills that will benefit the organization etc.)
- Expectations of how students are to conduct themselves at the internship site.
- Communication plan for how the site supervisor and student will keep in touch regarding the work.

Near the conclusion of the internship, students will provide a narrative summary (via Canvas, in 500-750 words) of the goals outlined in the initial internship work plan. Identify successes, as well as challenges that might have impacted progress toward a goal/s and identify what you would do differently in this case, or a similar situation in the future. This narrative summary is worth 5% of the grade for this assignment.

Internship Participation
Your internship is a professional commitment and students are expected to complete the hours agreed upon between you, your internship site supervisor, and the on-site CIEE staff. The commitment for this program is 200-240 hours total, though many students choose to work 32-36 hours per week. Hours completed in the internship will be documented by the internship site supervisor as part of the CIEE evaluation of student performance. The site supervisor will also assess the student’s participation/professionalism, critical thinking and problem-solving, and intercultural skills based upon this rubric. These will be taken into account by the instructor in assessing internship attendance and participation.

Global Professional Skills and Intercultural Development
Students are expected to participate in five local events -- featuring site visits, workshops, and guest speakers -- to learn about essential professional skills needed for the global workplace (3% each). Non-participation can be excused if there is a legitimate conflict with your internship and the on-site staff are notified in advance. To focus on intercultural development as an important element of global professional skills, students will also complete the Intercultural Effectiveness Scale, read through the results packet, and debrief the results in-person. Your results on the IES have no impact upon your grade. The goal of the IES is to get an accurate snapshot of your current strengths and weaknesses, not to achieve a certain level of performance or judge one’s results. It is the completion of the IES and attendance at the debrief workshop that is graded (5% of the grade for this assignment).

E-Portfolio via Canvas
Students will create a revised resume (3-4 pages maximum, including references) that includes the internship position; a cover letter for an open position at an organization in their field that references the projects conducted at the internship (500 words maximum); and a work sample suitable for their career field (depending on the discipline), preferably one created during the internship. Students will participate in a 15-minute mock job online
interview with the instructor via Skype, which will be recorded.

**Weekly Schedule**

**Dates, times, and locations for all in-person workshops, guest speakers, and site visits will be provided at the on-site academic orientation.**

**Week 1: Project Management and Self-Awareness**

Students will learn strategies for creating a project plan, as well as meeting assigned tasks on time while meeting or exceeding a supervisor’s expectations. Students will also learn more about themselves and identify their preferences for interacting with the world through engaging with a personality instrument (IES). This self-knowledge will be referenced throughout the course as they debrief their work experiences and their intercultural navigation experiences.

**Due Wednesday this week:**
- [new readings and lectures - include Gantt charts and mission statements]
- Take the Intercultural Effectiveness Scale (IES) assessment
- Review IES dimensions and results in your personal report. For optional additional reading, see the IES materials for educators - [http://www.kozaigroup.com/materials-for-educators-ies/](http://www.kozaigroup.com/materials-for-educators-ies/)

**Before Friday of this week:**
- Attend and participate in a workshop focused on getting to know yourself as an intern abroad and your local culture; debriefing your IES report.

**Week 2: Organizational Structure I**

[Revise to focus on organizational management, as well as helping students to situate their internship site in the global and local context; work hours in comparison to the US and other settings]

**Due Wednesday this week:**
- [new readings and lectures - include organizational management, globalization, work hours and productivity, etc.]
- Internship work plan

**Due Sunday this week:**
- Reflection journal 1 (work hours at the internship site)
- Attend and participate in a site visit to a local start-up company

**Week 3: Organizational Structure II**

[Revise to focus on organizational management, specifically SWOT/ competitive analysis]
and strategic planning; focus on informational interviews]

**Due Wednesday this week:**
- [new readings and lectures - include SWOT and strategic planning; how to do an informational interview]
- Online discussion
- Attend and participate in visit by a local guest speaker, who will focus on strategic planning

**Due Sunday this week:**
- Reflection journal 2 (informational interview)

**Week 4: Organizational Culture I**

[Revise to focus on organizational culture, particularly communication systems and change management.]

**Due Wednesday this week:**
- [new readings and lectures - include communication systems and change management]
- Online discussion
- Attend and participate in a site visit to an arts/cultural organization

**Due Sunday this week:**
- Reflection journal 3 (informational interview)
- Mid-term class survey on the internship placement and academic experience in Canvas

**Week 5: Organizational Culture II**

[Revise to focus on organizational culture, particularly teamwork, professionalism, and networking.]

**Due Wednesday this week:**
- [new readings and lectures - include teamwork, networking, and professionalism]
- Online discussion
- Attend and participate in a workshop on teamwork in the local setting, followed by a networking event.

**Due Sunday this week:**
- Reflection journal 4 (teamwork at the internship site)

**Week 6: Leadership, Ethics, and Social Responsibility**

[Revise to focus on leadership, ethics, and social responsibility in professional settings;
Due Wednesday this week:
- [new readings and lectures - focus on leadership, problem-solving, ethics and social responsibility; focus on crafting effective job application materials and preparing for an interview]
- Online discussion
- Schedule mock online interview with the instructor

Due Sunday this week:
- Reflection journal 5 (topic of your choice related to your internship and/or the course learning objectives)

Week 7: Intercultural Development

[Revise to focus on intercultural development in the global workplace.]

Due Wednesday this week:
- [new readings and lectures - focus on intercultural development in the global workplace; continue to work on crafting effective job application materials and preparing for an interview.]
- Online discussion
- Attend and participate in a visit by a guest speaker, who will focus on work/life balance in the host culture.

Complete before Sunday of this week:
- Mock online interview with the instructor

Week 8: Reflection and Next Steps

This week will focus on bringing the internship experience to a close and mapping out a strategy for pursuing a job in your field of interest.

Due Wednesday this week:
- [new readings and lecture]
- Internship work plan narrative summary
- Attend and participate in local closing event focused on preparing for the next step in your career.

Due Sunday this week:
- E-portfolio (revised resume, cover letter, work sample, recording of Skype mock interview)
Course Materials


See Canvas for links to additional course readings and videos.